



## **Cycling Ireland seeks a Coach Education Manager**

Cycling Ireland is seeking to recruit a full-time Coach Education Manager to join the management team within Cycling Ireland. This post will be integral to delivering key objectives within our Strategic plan 2020 to 2024 and will include supporting clubs and leading coach education in our Sport. The successful applicant will implement Cycling Ireland's strategy in this area.

### **The Role**

The role of the Coach Education Manager will primarily be to deliver a coach education programme across Cycling Ireland to be best in class. This will involve evaluating and improving the current programme while expanding and developing programmes where necessary. The Coach Education Manager will lead, motivate and support a panel of coach developers to deliver high quality and innovative courses to meet the evolving needs of our coaching community and promote excellence throughout our Sport.

The Coach Education Manager will provide coaching courses for all coaches, from beginner to senior club and international level. The initial emphasis will focus on the development and training of Club and Community Coaches. This will require management of staff and collaboration with the High-Performance Director and across all clubs, provinces and commissions. They will enhance the Cycling coaching programmes and course materials and ensure consistency and synchronicity in both athlete and coach developmental pathways.

The Coach Education Manager will be responsible for the coordination and expansion of the education programme in conjunction with Sport Ireland Coaching. The Coach Education Manager will be responsible for maintaining the Database and classification of all CI Coaches. The Coach Education Manager will report to the Chief Executive Officer to deliver the education strategy as agreed by the Board of Cycling Ireland and Sport Ireland Coaching.

### **Responsibilities**

The Coach Education Manager will be responsible for setting and delivering a strategy allied to the Cycling Ireland Strategic Plan to ensure that there is a sufficient number of qualified and active coaches within Cycling Ireland. That there are an appropriate number of coaches to meet the needs of athlete's participation at different levels, and ensure the quality, consistency and recognition of coaches across Cycling Ireland club network.

The Coach Education Manager will develop, promote and supervise a coach mentoring programme for coaches as a coach retention initiative.

### **Key responsibilities will include:**

- Implement and lead Cycling Ireland Coach Education Programme that provides clear pathways for coaches at grassroots levels
- Facilitate the growth and retention of coaches at all levels
- Deliver Cycling Ireland coach development framework, which includes
  - A coaching pathway
  - A coach accreditation process recognised by Cycling Ireland
  - Standardised assessment and reporting where required
  - The ability to monitor and report on Cycling Ireland coaching outcomes and statistics
  - Development of E-learning courses



- Develop and maintain content for framework and develop material for Coach Developers (Coach Tutors) and course facilitators at each level of the coaching pathway
- Assist the panel of Coach Developers in ensuring best practice administration and delivery of coaching courses
- Maintain and grow the Cycling Ireland registered coaching base
- Devise and deliver an annual programme of workshops and seminars covering relevant areas of coaching at all levels for course facilitators and coaches
- Liaise with the High-Performance team to identify future High-Performance coaches
- Further, develop and oversee high-performance coach mentoring initiatives
- Assist the High-Performance team in organising coach professional development opportunities and workshops
- Assist in managing all budgetary aspects of the role following Cycling Ireland operations and procedures
- Develop and support the day to day development of Cycling Ireland's CPD platform
- Liaise with key stakeholders in the development of Cycling Ireland's online CPD courses
- Lead the delivery of innovative e-learning practice across the organisation

#### **Budget**

- Prepare an annual budget in conjunction with the CFO and the CEO and secure key stakeholder approval.
- Ensure that activity stays within its approved budget.

#### **Essential Requirements for the role**

- Proven experience in establishing and delivering a coaching strategy and roll out of same.
- Understanding Sport Ireland Coaching's CDPI and QQI framework and how this is integrated into Cycling.
- Ability to set a clear strategy to meet business needs whilst fully understanding the importance of stakeholder buy-in and support to influence change
- Demonstrate the ability to innovate to maximise opportunities
- Ability to influence others, with excellent team building, people management and collaboration and partnering skills
- Accredited coaching qualifications to high standard
- Experience in aligning coach education courses with the National Framework of Qualifications (NFQ) would be advantageous
- A degree in sports science or similar ideally to postgraduate level
- Must be legally entitled to work in Ireland
- Full clean driving licence and own transport

The ideal candidate will have a coaching background in Sport. Experience in education or sports development would be advantageous but not essential.



**Remuneration and role location**

Remuneration will be dependent on experience and skills relevant to this job description. The post is full-time at 39 hours per week (0900-5.30pm) with a performance review after six months. The post is Dublin based with travel as appropriate.

**How to apply for this post.**

Applications must be sent by email with the subject line of **[ATTN: Coach Education Manager]**.

When applying by email, please provide a letter of introduction detailing your skills and experience relevant to the role and your Curriculum Vitae outlining your skills and work experience not later than 5 pm on **Friday, February 18<sup>th</sup> 2022** to the Cycling Ireland at [Exec@cyclingireland.ie](mailto:Exec@cyclingireland.ie)

*Cycling Ireland is an equal opportunity employer, celebrating diversity and championing inclusivity. If you require any reasonable accommodations to assist you in participating in the employee selection process, please simply let us know. We heartily encourage all interested parties to apply!*